

## Production Specialist Job Description

Central States Media is a full-service marketing firm located in Central Illinois.

The Video Department is expanding and adding a **Production Specialist** to our team!

The Production Specialist position is intentionally broad. While day to day tasks will mainly revolve around creating motion graphics and editing video content, on-set production will be ever-increasing as the department grows more integral to our clients' needs. An ideal candidate would show great understanding and capability in post-production while maintaining a great interest in learning on-set production. Candidates should also show great willingness to collaborate in and outside of the department, which is key to a high level of execution and exceeding client expectations.

### What's the job?

- Produce and edit amazing videos that share compelling visual stories.
- Organize, archive, and maintain video projects in standard file structure.
- Collaborate with the department to bring new, fresh, concepts to clients.
- Assist department in on-set video production as needed.
- Work closely with project managers and design team to ensure brand standards are met.
- Regularly research how you and the department can elevate its offerings to clientele.

### What's the skillset?

- 1-2 years of professional experience in video editing and motion graphics production.
- Proficient in Adobe Suite (Premiere Pro, After Effects (mainly 2D), Illustrator, Photoshop, etc.).
- Humble attitude that allows room for collaboration and constructive feedback.
- Experienced in crafting stories, color-grading and sound design.
- Demonstrates an eye for composition and shot sequencing.
- Extremely detail-oriented with great organizational and communication skills.
- Work independently and proactively to keep ahead of client feedback and workload.
- Manage time and priorities with short and long-term projects whilst maintaining transparency.

### Why Central States Media?

- Be apart of the **best** marketing firm in Peoria!
- Be a key voice in the future and growth of the CSM video department.
- Transparency with company leadership ensures your voice is heard.
- Enjoy a laid back, professional atmosphere that is welcoming for all.
- Full benefits, 401(k), PTO, ½ day Fridays from June-September.

Please submit a showcase of work to be considered!